

**CABA's Intelligent & Integrated Building Council (IIBC)
IIBC White Papers Sub-Committee (WPSC)
Terms of Reference (Revised Feb. 21, 2014)**

Objectives:

1. Educate the CABA membership on emerging research, information, and challenges in the Intelligent & Integrated Building industry.
2. Improve the quality and credibility of white paper research via a peer-review process.
3. Foster idea sharing in accordance with anti-trust laws, which could lead to new CABA research and collaborations.
4. Support companies and individuals in the production of white papers through:
 - a) The formation of volunteer working groups made up of 'Subject Matter Experts'.
 - b) A formal review process that provides direction, insight, feedback, and credibility.
 - c) The identification of a suitable author(s) if required.

Process:

1. A white paper proposal, approximately three (3) paragraphs, must be submitted to the CABA Research Director. Only CABA members can submit a proposal. The proposal should be brief and include the purpose and main focus of the white paper.
2. The proposal will be reviewed by the CABA Research Director and White Paper Sub-Committee (WPSC) Chair, and if approved will be presented at the next WPSC meeting.
3. The WPSC meeting is a two part conference call held bi-monthly, the first part is only open to WPSC members, and invited guests. In the first part, each proposal will be given 10-15 minute for presentation and discussion. In the second part, the WPSC members will vote on all proposals and final drafts. A majority vote is needed for approval.
4. Once approved, CABA will help secure a working group of subject matter experts and an author(s) for each white paper. A working group is recommended, but not required. The majority of the working group should approve the white paper final draft.
5. A draft white paper will be developed by the author(s) and working group.
6. The final draft will be submitted to the CABA Research Director, who will disseminate it to the WPSC for review and approval at the next WPSC meeting.
7. The approved final draft will be branded a CABA Intelligent & Integrated Building Council (IIBC) White Paper and: presented at the next IIBC meeting, distributed to the CABA membership, added to the CABA Research Library, promoted at the CABA Intelligent Buildings & Digital Home Forum and other industry events.
8. This is approximately an eight (8) week process; from proposal presentation at a WPSC meeting to final draft approval at the next WPSC meeting.

Terms of Reference:

1. The CABA Intelligent & Integrated Building Council (IIBC), as directed by the CABA Board of Directors, will oversee and provide direction to the IIBC White Papers Sub-Committee (WPSC).
2. The CABA Research Director will serve as the project manager for all IIBC White Papers produced by the WPSC.
3. The WPSC will meet bi-monthly and provide update reports at each IIBC meeting. The objective is for the WPSC to produce at least four (4) white papers per year.
4. The WPSC is made up of IIBC member volunteers, led by a WPSC Chair. Volunteers come from a broad range of backgrounds and Intelligent Building expertise is required. There is no limit to the number of WPSC members.
5. IIBC members are encouraged to participate in proposing, writing, or collaborating on white papers.
6. IIBC White Papers are secondary or 'literature review' research that address an area of the industry applicable to some or all CABA members. This research is meant to be a collection of information of what is already known in the marketplace, and should not include primary or 'novel' research.
7. IIBC White Papers are approximately 10-20 pages in length are not marketing material that promotes a specific product or service.
8. If required, CABA staff and IIBC members will collaborate to identify a suitable author for each white paper.
9. Author(s) and working group members will be appropriately cited and have unrestricted use of the IIBC White Paper for promotional purposes.
10. A working group is recommended, but not required, for each white paper. Working groups are collections of 'Subject Matter Experts' that assist an author(s) in the development of a white paper. Both members and non-members can volunteer to be part of a working group.
11. IIBC White Paper proposals and final drafts must be approved by the WPSC and then formally presented at the next IIBC Meeting.

CABA IIBC White Paper Example:

<http://docs.caba.org/documents/CABA-cloud-tecnology-white-paper.pdf>